

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

[hr@ltbbodawa-nsn.gov](mailto:hr@ltbbodawa-nsn.gov)

## Job Posting

**Job Title:** Mental Health Therapist I  
**Department:** Substance Abuse/Mental Health  
**Reports To:** Substance Abuse/Mental Health Director  
**Status:** Non-Exempt  
**Salary Range:** \$15.13 - \$20.47 / per hour / (\$15, 735 to \$21,289) Annual  
**Level:** 4  
**Terms:** Part-time position (maximum 20 hours per week)  
**Open Date:** December 3, 2010  
**Closing Date:** December 24, 2010

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### SUMMARY

Under the direction of the Department Director, assesses individual client needs; develops and implements individualized treatment programming; monitors progress toward specific goals and objectives; participates in case staffing and utilizes case management; conducts individual, family and group therapy sessions with all age groups; provides clinical supervision to clinical staff; and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Clinician must know the twelve core functions of counseling which include:

- Screening/Intake/Orientation – Determine eligibility for admission into treatment, identifying critical demographic information and providing a description of services to the client.
- Assessments – Clinician must be proficient in interviewing, assessing and making appropriate recommendations utilizing DSM-IV TR and ASAM criteria via bio-psychosocial assessment tools based on clinical judgment and diagnostic experience.
- Treatment Planning – Based on the assessment, clinician and client must develop a treatment plan together to address issues requiring resolution strategies and identify resources to be utilized.
- Therapy/Counseling – Clinician will be competent in providing therapeutic skills to assist clients achieve goals and objectives through various methods of theoretic approaches, always appropriate for the client and particularly culturally sensitive to the LTBB clients.
- Progress/Reports and Recordkeeping – clinician will monitor the progress of the person served in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise and understandable.
- Case Review/Continued Care – Clinician will collaborate with Director and will supervise department staff through a regular case review process in order to provide quality care to the person served.
- Case Management/Referrals – Clinician will provide clinical supervision and collaborate with other department staff (substance abuse/mental health) and with any other treatment provider to provide quality services and functions as the case manager for the person served. Appropriate

referrals will be made and monitored when the therapist or department cannot meet the needs of the person served.

- Crisis Intervention – Clinician will be able to respond to the needs of the person served when they may experience acute, emotional problems and/or distress.
- Education – Clinician will consistently provide information in order to educate clients and family that will help them to achieve treatment goals.

#### **OTHER DUTIES**

- Clinician will participate in multi-disciplinary team on behalf of the person served.
- Clinician will utilize clinical supervision as directed.
- Clinician will participate in professional development in order to maintain credentials.
- Clinician will assist the person served to develop support network and be willing to advocate on behalf of the client.
- Clinician will provide required documentation to appropriate referring agencies as directed, and testify in court when required.
- Clinician will maintain strict confidentiality of the records of clients and families served by adhering to Federal, State and Tribal laws.
- Clinician will maintain professional and ethical behavior at all times.
- Clinician will participate in department activities and/or gatherings as a means of providing a cultural experience for clientele and their families, plus providing an education activity as alternative interventions and prevention methods to promote making of healthy choices.
- Assist Department Director in program development by observing and reporting on program structure and effectiveness as it relates to CARF accreditation.
- Clinician must be willing to be flexible in scheduling according to the needs of the person served.
- Clinician must be willing to make home and correctional facility visits when necessary.
- Clinician must be knowledgeable of substance abuse and mental health as a co-occurring disease.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of both psychiatric and substance abuse and skills regarding diagnosis and treatment. Knowledge of various therapeutic skills, techniques and methods to suit the specified needs of the person served, utilizing various theories of psychology such as existential, person centered, evidence-based, strength based, cognitive-behavioral and if appropriate, tribal healing methods. Knowledge of the basic structure of the criminal justice system and/or the system to assist the person served with disabilities. Knowledge of working with Native American individuals and their families, including development across the lifespan and cultural sensitivity. Experience supervising substance abuse counselors and personnel in a Native American community clinic. Skill in preparing comprehensive case reports and other required documentation. Skills in basic computer operations such as Microsoft Word, Outlook and other computer driven software. Clinician must have ability to establish rapport with individuals requiring therapy and must communicate effectively with clients, with department staff and with various outside agencies. Clinician must have excellent oral and writing skills. If a recovering alcoholic or addict must have 4 years of sobriety.

#### **EDUCATION and/or EXPERIENCE**

Must have Master's Degree in counseling, psychology, or social work from an accredited college or university. Will consider persons who are completing their required masters internship. Must be either State licensed or willing to pursue State licensure. Must complete continuing education required to maintain licensure. Experience in Tribal mental health/substance abuse field preferred.

#### **COMMENTS**

Indian Preference will apply. Must possess a valid driver's license, reliable transportation, and be insurable. Individual must be able to pass a criminal background check.